

## Add a New User Record

1. Click on the Maintain Users Wizard and enter a new User ID. When you scan, paste, or type a user ID or user name in the Enter a User ID or Name field and the user does not exist in the system, the following message displays

The screenshot shows the SirsiDynix interface with the 'Maintain Users' tab selected. A dialog box is displayed in the center with the message: "User does not exist. Do you wish to add a new user?". The dialog box has a 'Help' button at the top right and 'Yes' and 'No' buttons at the bottom. The background interface shows a search bar with '012345678' entered and a 'Find User' button. The left sidebar contains links for 'Check Out', 'Check In', 'User Status', 'Item Status', 'Holds', and 'Maintain Users'. The top bar includes 'Circulation', 'Reports', 'Print', 'Help', 'About', and 'Disconnect' buttons.

2. Click **Yes** to display the User Details screen.

The screenshot shows the 'User Details' screen in the SirsiDynix interface. The 'User ID' field contains '012345678'. The 'Alternate ID' field is empty. The 'Privilege Expire' field has a calendar icon and a 'Renew' button. The 'PIN' field is empty. The 'Allow Routing' checkbox is unchecked. The 'Title' field is empty. The 'First' field contains 'CLARK'. The 'Middle' field is empty. The '\* Last' field contains 'KENT'. The 'Suffix' field is empty. The '\* Library' dropdown menu is set to 'HARMON'. The '\* Profile' dropdown menu is set to 'HIGHSCHOOL'. The 'Status' dropdown menu is set to 'OK'. The 'User cat1' dropdown menu is set to '11'. The 'Group ID' field contains 'HR JONES'. The 'Birth Date' field is empty. The 'Primary Address' section has three radio buttons: 'Address 1' (selected), 'Address 2', and 'Address 3'. Below these are three text input fields for 'Address 1', 'Address 2', and 'Address 3'. At the bottom, there is an 'Extended Information' section. The bottom of the screen features 'Save', 'Clear', 'Duplicate', 'Delete', and 'Return to Search' buttons. The left sidebar and top bar are the same as in the previous screenshot.

3. Library and Profile default to be appropriate to the home library. Enter First and Last names, Group ID and select a grade level in User Cat1. Entry standard is ALL CAPS.

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- Click on the Address 1 bar. Enter the Group ID name in the Zip Code field.

The screenshot shows the 'Maintain Users' window in the SirsiDynix system. The 'User Details' tab is selected. The 'Address 1' bar is highlighted. The 'Zip code' field contains the text 'JONES'. The 'Save' button is located at the bottom of the form.

- Click **Save** to save the new user record. The Expiration Date field is filled in automatically. Click OK to acknowledge the prompt.

The screenshot shows the 'Maintain Users' window with a success message dialog box. The dialog box contains the text 'The user record has been successfully saved.' and an 'OK' button. The form fields are filled with data: User ID 012345678, Privilege Expire 12/31/2010, Title, Suffix, and Address 1. The 'Save' button is located at the bottom of the form.